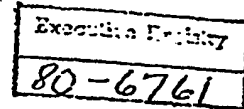


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2 MAR 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence
 Deputy Director for National Foreign Assessment
 Deputy Director for Administration
 Deputy Director for Operations
 Deputy Director for Science and Technology

FROM: Robert M. Gates
 Executive Assistant to the Director

SUBJECT: CIA Deputies Meeting

1. The Director has concluded that the present CIA Staff Meetings and the biweekly breakfast with the DDCI, DDNFA, DDA, D/DCI/CT, and D/DCI/RM do not provide an adequate opportunity for him to discuss with the senior CIA deputies broad issues and problems relating to the Agency as a whole. Accordingly--and as I have mentioned to each of you individually--he has decided to hold a meeting with you once a week. Because you will be the only participants, he believes these meetings will offer a more private and useful opportunity for candid discussion of Agency problems and issues.

STAT 2. To start the meetings, the Director would like to have an informal agenda to which you and he would contribute. If a subject is particularly sensitive or arises at the last moment, the informal nature of the meeting will accommodate discussion of additional items. When you have an item for the agenda, please have a member of your staff inform in the Director's office by Tuesday noon so that we can circulate the agenda late Tuesday.

STAT 3. The present intention is to schedule the meetings regularly on Wednesday afternoon, at the same time each week if possible. I will be the rapporteur. The first meeting will be on March 26.

4. Because of this change in arrangements, the Director will no longer attend the CIA Staff Meeting. Furthermore, the biweekly breakfast noted above will be discontinued effective immediately.

Robert M. Gates

Orig - DCI
 1 - Each as addressed
 1 - ES
 ① - ER

EXECUTIVE REGISTRY

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